



Afghan Refugee Help Fund Guide for Organizations

Purpose:

The City of Fremont Human Service Department established the Afghan Refugee Help Fund to provide services to newly arrived Afghan Refugees. Priority is given to the Tri-Cities, Hayward, and the Bay Area. The Afghan Refugee Help fund will be managed by the City's Human Services Department, which will work with Afghan nonprofit organizations to determine the priorities and needs of those new arrivals to our Country.

How to Request Funds

- Requests must be made by a representative of the organization either on organization letterhead or via an organization email address and shall include:
 - Organization EIN
 - What is being requested
 - The number of people impacted/served by the funding– including whether it is a request for an individual, a family, or a group
 - The purpose of the request
 - The amount being requested
 - Whether the location of services is Southern Alameda County and if not where
 - Attach a copy of your W-9
 - Address of where to send check
 - Name, phone number, and email of contact person for finances
- Requests can be emailed to arhelp@fremont.gov

Other Information:

The organization will be required to submit information, outlining how the funds were used.

Requests can be for future needs or reimbursement of funds previously spent by the organization with appropriate documentation.

The funds are flexible and each request will be considered based on the information provided.

Requests are considered on a rolling basis. Submit requests by end of day Monday Pacific time for consideration that week. Checks for approved request are mailed on Friday.*

*Schedule varies some weeks. Confirm deadlines for specific weeks by emailing arhelp@Fremont.gov

If you have questions, please call Paula Manczuk-Hannay at 510-574-2049.